

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ARCHIVES RECORDS WORKER**

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Jurisdictional Class: **Labor**

Date Adopted: **Jan. 1, 1998**

Date Revised: **July 9, 1999**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **7**

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**DISTINGUISHING FEATURES OF THE CLASS:** An Archives Records Worker performs routine manual labor in the records management division of the County Clerk's office, under the direct supervision of the Records Management Officer or deputy. Performs related duties as assigned.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Sorts, straightens, organizes, dusts, cleans and moves records;

Assembles, fills, and moves storage boxes;

Destroys obsolete records as directed;

Operates photocopier and other office machines.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to understand and follow oral and written instructions, get along with others and lift boxes filled with records.

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENTS:**

- (1) Must be physically capable of lifting and moving one-cubic-foot boxes when filled with records weighing up to 35 pounds;
- (2) Must be able to tolerate working with dust, damp materials and mold.